



HEALTH AND SAFETY POLICY

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| Reviewed: | October 2018 |
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| Review Cycle: | Every 3 years |
| Policy Author: | CSK & SAL |
| Committee: | Resources |

1. THE STATEMENT

1.1 General

This section of the policy sets out the school's general intention to comply with Health and Safety law. The School's Health and Safety Policy is issued in the name of the Governing Body. The Governing Body's Statement of Health and Safety is as follows:

The Governors of Kings Norton Girls' School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- provide for the safe use, handling, storage and transport of articles and substances;
- provide such information, instruction, training and supervision as is necessary for staff and students to undertake their work safely;
- provide a safe place of work with safe means of access and egress for all persons using the premises;
- provide a safe and healthy working environment with adequate welfare arrangements;
- provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.
- provide safe systems of work, plant and equipment;

The Governors recognise the need to consult staff on matters of health and safety and will recognize the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a Health & Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (e.g. School H&S Officer) without having first been consulted.

- a) The Governors recognize that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult such other persons as may be necessary.

- b) The Governors recognize the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.
- c) The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:
- the Management of Health and Safety at Work Regulations 1999,
 - the Control of Substances Hazardous to Health (COSHH) Regulations 2002,
 - the Manual Handling Operations Regulations 1992,
 - the Provision and Use of Work Equipment Regulations 1998 and
 - the Display Screen Equipment Regulations 2002).

Copies of the School's Health and Safety Policy are available from the school office.

Notes on the statement: Although the language used above may seem somewhat general and legalistic, it covers a wide range of situations and its use demonstrates an intention to comply with the law.

The phrase "so far as is reasonably practicable" is recognition within the HSW Act that cost both financial and in terms of time and effort, can be allowed for. It is not expected that all activities should cease for the sake of safety.

1.2 Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

1.3 Staff Rights

The HSW Act requires employers to provide for consultation between management and employees on health and safety matters. Whilst this may be achieved through direct discussion between management and staff, the Act allows for the appointment of Safety Representatives by staff through their recognized trade unions or associations and the statement should acknowledge this. They have the right to carry out regular inspections of the premises and request (as do also individual employees) the convening of a school safety committee. These rights are acknowledged in the statement by clauses (i) and (j).

1.4 Risk Assessment

Various regulations published under the Health and Safety at Work Act, require employers and managers to undertake the process of risk assessment in any areas of work which might be seen to give rise to significant hazards.

1.5 Acknowledging Responsibility

The whole statement is signed and dated by the Headteacher and the Chair of Governors.

All staff members have full access to the whole policy. This is available on Staff Shared/Staff Handbook/Policies.

2. THE ORGANISATION

2.1 Who is Included

This section of the policy describes the roles of anyone who has responsibilities for any aspects of health and safety within the school.

Under delegated funding, although responsibility for many areas has been delegated to schools, the ultimate responsibility for Health and Safety at work remains with the employer. KNGS became an academy on 1st April 2011.

2.2 Employer's Responsibilities

Kings Norton Girls' School Trust's Governing Body:

- a) has overall responsibility as employer for all aspects of health and safety of employees, students and other persons at Kings Norton Girls' School (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of Kings Norton Girls' School.
- c) has responsibility for appointing a competent person as CDM Co-ordinator in those works which fall within the scope of the Construction (Design and Management) Regulations 2007 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.3 Governors' Responsibilities

The Governing Body, through the Headteacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility.
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) advising the Education & Skills Funding Agency (ESFA) of structural defects that could adversely affect the health and safety of staff, students and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and students, and by contractors on site.
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of contracting organisations.

2.4 Headteacher's Responsibilities

The following areas are the responsibility of the Headteacher, though the **duties** in areas (d) to (n) below, (**not the responsibilities**), can be delegated to other staff, at Kings Norton Girls' School this is delegated to Business Manager.

The Headteacher is responsible for:

- a) The implementation of the school H&S policy.
- b) Advising the Governing Body of the need to review the school H&S policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992, the Provision

and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.

- e) Ensuring that staff receives appropriate health and safety training.
- f) Ensuring that all problems or defects affecting the health and safety of staff, students or other persons in the school are dealt with.
- g) Notifying the Health & Safety Executive (HSE) of any serious accidents to students or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down.
- h) Notifying the HSE of any hazards or problems affecting the health, safety or welfare of staff, students or others that cannot be resolved by appropriate local action.
- i) Emergency procedures, including evacuation in case of fire or bomb threats.
- j) Ensuring that adequate provision is made for the administration of First Aid.
- k) Ensuring that all new material on health and safety matters, supplied by HSE or other recognized bodies, is brought to the attention of any relevant persons promptly.
- l) Facilitating the meeting of a School H&S Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- m) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

2.5 The Health & Safety Officer

The Health & Safety Officer provides a strategic lead on all matters of Health and Safety and in addition will:

- a) be the focal point for day to day references on health and safety and give advice or indicate sources of advice;
- b) co-ordinate and review the implementation of health and safety procedures;
- c) maintain contact with outside agencies able to offer expert advice;
- d) ensure that regular inspections and risk assessments of the school and its working practices are carried out in line with the requirements of the school's Health and Safety Policy. To inform the Headteacher and Business Manager of any issues which need to be addressed following on from Health and Safety inspections;
- e) maintain regular fire practices and necessary records ensuring that issues arising are acted upon;
- f) ensure that accidents and hazards are recorded, reported as appropriate to the Headteacher, Health and Safety Executive (if appropriate). As a result of such reportable incidents to ensure that additional advice is given, training undertaken or appropriate remedial action is taken;
- g) monitor that reported hazards are acted upon;
- h) review annually or as legislation demands
- i) provision for first aid
- j) emergency procedures
- k) statutory regulations and requirements
- l) all other health and safety procedures;
- m) chair and call meetings termly, of the School Health and Safety Committee;
- n) be responsible for staff training in handling Health and Safety related matters as appropriate to individual needs and responsibilities;
- o) ensure staff are fully aware of their responsibilities in relation to Health and Safety.

2.6 The Business Manager is responsible for:

- a) ensuring a high level of school security by continually reviewing and improving facilities and procedures;
- b) ensuring all gas and electrical services comply with current legislation and receive regular servicing where above ground surface.

2.7 Obligations of all Employees

The Health and Safety at Work Act 1974 states:

'It shall be the duty of every employee while at work:-

- a) *to take reasonable care of the health and safety of him/herself and any other persons who may be affected by his/her acts or omissions at work;*
- b) *as regards any duty or requirements imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with;*
- c) *to ensure that their acts or omissions at work do not adversely affect the health and safety of themselves or other persons'.*

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'

2.8 Heads of Faculty / Department are responsible for:

- a) all matters of health and safety in their faculty or department.
- b) bringing to the notice of the Headteacher (or the School H&S Officer) any problems or defects affecting the health, safety or welfare of staff, students or other persons in their faculty, department or subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a departmental / subject safety policy and revising it as necessary.
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

2.9 Other Teaching and all Support Staff are responsible for:

- a) ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy.
- b) reporting any defects or problems affecting the health and safety of themselves, their students, other staff or any other person, through their Head of Faculty, Department, the Business Manager, the Headteacher or School H&S Officer. All staff have access to the maintenance reporting log for reporting defects.
- c) co-operating with them to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974 (i.e. by following LA guidance).

2.10 The Site Manager is responsible for:

- a) Ensuring that he is familiar with and complies with the school safety policy.
- b) Bringing to the attention of the Headteacher (or Business Manager) any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).

- d) Ensuring that any staff under his direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction
(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).
- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- h) Informing the Headteacher or Business Manager as appropriate of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- j) The safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers)
- k) Maintaining the First Aid box(es) in line with the guidance given by the HSE and controlling and maintaining any other First Aid supplies as may be kept separately.

2.11 Safety Representatives (Appointed by Trade Unions / Professional Associations)

The Health and Safety at Work Act 1974 provides for the appointment of “Safety Representatives” by recognised trade unions. Such representatives are elected by the union membership among the school's staff .

Under the “Health and Safety (Consultation with Employees) Regulations 1996, “Staff Safety Representatives” can be elected by staff, other than through a Trade Union, to represent them to the employer and sit on the Health & Safety Committee. They have the same rights to time off with pay for reasonable training and safety inspections as Trade Union safety representatives.

Whilst safety representatives (of either sort) do not have **responsibilities** within the school, they do form a useful part of the overall organisation for safety and this should be acknowledged in the Organisation section of the safety policy.

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the Headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the Headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

Provided they have been properly appointed and their appointment notified to the LA by the appropriate trade union, safety representatives should receive time off with pay to perform their union duties.

2.12 Students

While school staff carry the main responsibility for health and safety provision, and the correct implementation of school policy and procedure, it is vital that students understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the school community, students take the responsibility of:

- listening to and following instructions from staff
- ensuring that their actions are safe for themselves and will not harm others in any way
- being sensible around the school site and when using any equipment
- reporting health and safety concerns or incidents to a member of staff immediately
- acting in line with the school code of conduct.

Students that are found to be a risk to health and safety may not be allowed to partake in certain school activities, and may be dealt with under the school's behaviour policy if the circumstances require it. We expect students to follow the school code of conduct, as this helps maintain good health and safety around the school.

2.13 Health & Safety Committee

A Health & Safety committee consists of a governor and volunteer staff and/or representatives nominated by professional associations. The Health & Safety Officer will chair the committee. Should staff not be forthcoming for this committee, alternative arrangements will be made for the consideration of safety issues.

A member of the governing body will be nominated to serve on this committee.

All documents relating to the committee meetings will be held in Staff Share/Whole School Documents/ Health & Safety.

Terms of Reference for the committee can be found in Appendix A.

3. THE ARRANGEMENTS

3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

The school has a contract with a waste disposal organisation (currently Birmingham City Council) for the weekly collection of refuse at the school. There are bins for landfill waste and bins for recyclable paper. The bins are located on the retaining wall to the Boiler House and not in direct contact with the main school building.

Broken glass or sharp objects for disposal are removed by the Site Manager and suitably packaged and labelled before disposal into the builders skip which are emptied by ISL as required.

Hazardous waste (fluorescent tubes) are removed from the location and stored in purpose-built collection cases adjacent to the boiler house. The cases are collected by exchange by PMC Lighting as instructed by the Site Manager.

Other hazardous waste such as CRT computer monitors and CRT TV's are collected by licensed contractors. Redundant computers and IT equipment are disposed of by a) destroying any data on the hard drives and removing from cases and b) transferred to a licensed metal scrap processor.

The Cleaning Supervisor and Cleaning Team empty waste bins in each room on a daily basis.

Ice, snow and leaves: in the winter months when ice/snow is expected the Site Team spreads rock salt/similar products on key routes around the outside of the school building. These routes include the car park, external fire escapes, footpaths to outer blocks, steps to/from playground/car park. In the event of falling leaves and heavy snow fall, these areas are cleared by the Site team.

General Cleaning

The Cleaning Supervisor and the Cleaning Team operate a room-cleaning routine at the end of every school day. All carpeted areas are vacuumed. Routine wet floor cleaning only takes place outside of teaching hours. Cleaners display “wet floor” cones or A-frame signs in appropriate areas when this is taking place.

3.2 Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to Saqib Ali (School H&S Officer) who will record the information on an internal school accident/incident form. All minor accidents should be recorded in the schools own minor accident book. Where necessary, parents / carers or other persons should be notified of the accident. All head injuries and serious injuries are notified and copies of accident forms sent home with students.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Health & Safety Officer is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses). Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a student / student until they reach the age of 21.

3.3 Contractors (Management of)

The management of contractors on site is jointly carried out by the Business Manager and Site Manager except where the work is particularly complex, in which case external project managers are appointed e.g. for major refurbishments.

This ensures that contractors have sufficient liability insurance. In rare cases where specialist contractors are required who are not on ConstructionLine, they are required to prove they have sufficient Public Liability Insurance (£5million minimum). Regular contractors are preferred to provide maintenance services to the school (gas and water, fire alarms, intruder alarms etc.)

Induction of new contractors is carried out by the Business Manager or Site Manager. Induction includes fire procedures, asbestos registers viewing, and procedures for

segregating contractors from students, checking risk assessments and method statements where appropriate and welfare facilities for contractors.

All communication between contractors and the school is via the Business Manager/Site Manager.

3.4 Contractors (Management of Asbestos)

DBS certificates are seen on arrival at site by the School Office. Without a DBS contractors are supervised at all times whilst on school premises. The Asbestos register is to be shown to all contractors prior to work commencing. This is kept in the School Office. It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out e.g. putting up shelving. Only specific, qualified and registered contractors are allowed to work with asbestos.

3.5 Contractors and Visitors on Site

Unless specific arrangements have been made by the appropriate project manager, all contractors are required to sign in and be issued with an appropriate badge by School Office Staff. The Site Manager will be informed and will (along with the Business Manager) monitor the contractors on site. Visitors are required to sign in and wear Visitor badges. Visitors should be met the person they have arranged to meet at Office and be escorted to the relevant meeting room by a member of School Staff.

3.6 Control of substances hazardous to health (COSHH) –including radiation

When selecting and using substances less hazardous alternative substances are purchased and used wherever possible. The Senior Science Technician and Cleaning Supervisor purchase COSHH products via the Business Manager in accordance with the normal stock ordering system in school.

The COSHH file is maintained by the Senior Science Technician (in the Prep Room) for educational resources and by the Cleaning Supervisor for cleaning products. All COSHH materials have a safety data sheet.

Risk assessments must be completed for tasks using the most hazardous substances as per the Control of Substances Hazardous to Health Regulations 2002.

The Senior Science Technician and Cleaning Supervisor are responsible for safe storage of the COSHH products including the labelling of all decanted substances.

Staff are made aware of how to identify COSHH materials through training and briefing sessions (group and one to one).

Personal Protective Equipment is ordered by the Business Manager and where purchased must be used at all times.

3.7 Defect reporting procedures

Staff report any defects to the Site Manager via the online maintenance logging system. All defective items are taken out of use immediately and disposed of unless economically viable repairs can be carried out. The Business Manager monitors that the defect has been

rectified and spending on maintenance is reported back to Governors at each Governing Body meeting.

3.8 Display screen equipment (DSE)

All staff who are classed as DSE “Users” are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.

DSE Self assessments for all staff members- using a display screen equipment including laptops have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur. The School H&S Officer will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

3.9 Electricity at work

All hardwired equipment is checked every 5 years. The contractor is currently NA Fair Ltd. PAT testing is carried out by an approved contractor (currently DCT Electrical) on an annual basis and PAT testing registers are kept in the Site Manager’s office. Stage lighting checks are carried out by an external contractor organized by the Drama Department. Premises hirers using their own electrical equipment may do so at the discretion of the Site Manager once he is satisfied that their equipment is safe.

Donated equipment is PAT tested before it is allowed to be used. Staff are discouraged from using their own mains-powered electrical equipment at school and any such equipment must be PAT tested before using the school’s supply.

Defective electrical equipment is removed as soon as possible and labelled as defective. Repairs are sought if economically viable. Any defective equipment should be reported to the Site Manager or Business Manager.

3.10 Fire Precautions and Emergency Plans

The Deputy Headteacher (Students) is responsible for undertaking and reviewing the fire risk assessment, emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground.

Procedures for dealing with the worst foreseeable contingency please refer to Critical Incident Plan.

Emergency evacuation drills are planned and carried out by the Business Manager and Site Manager on a termly basis. Assembly points are designated on the school playground. The Site Manager is responsible for inspection and maintenance of fire exits/escape routes as well as updating the Fire Evacuation Notices.

Regular inspections and maintenance of fire extinguishers are carried out annually by an external contractor, currently Beta Fire.

The Senior Leadership Team (SLT) is responsible for calling the emergency services and co-ordinating the evacuation.

Class teachers are responsible for taking class registers. The School Receptionist is responsible for registering visitors and the Business Manager is responsible for accounting for all Support Staff.

The Site Manager is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) and records are kept in the School Office. An external contractor, currently NA Fair, carries out the six monthly inspections and maintenance of the systems.

The Site Manager resides on site to protect sensitive installations from malicious damage or hoax threats, including the use of the premises outside normal working hours.

3.11 First Aid and Medication

First Aid

First aider details are displayed in the Staff Room. First Aiders are either 3 day or 1 day trained and this is refreshed on an annual basis. The Health & Safety Officer is responsible for checking when staff require refresher training.

First Aid kits are kept in the Medical Room and the School Office as well as the school minibuses and in each block of the school. The Site Manager is responsible for checking and restocking the first aid kits.

The First Aider dealing with the event summons the ambulance and will accompany children to hospital (if parent or carer is not available).

Medication

Only children can administer the medication unless they need help from a trained First Aider. Named staff have had epi-pen training and this is refreshed regularly, a list of these staff is held in the School Office. All care plans for children are managed by the SENCo and kept in the School Office and these are signed by parents/guardians.

3.12 Health and Safety Advice

Competent health and safety advice is obtained as required. SLA's are in place currently for this provision via Centre for Education Financial Management and Browne Jacobson LLP. The HSE website is referred to as required and the Business Manager holds IOSH accreditation.

3.13 Information dissemination procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / students, governors and visitors as follows:

Employees

Staff are informed about all of the existing information held on the site (e.g. in arrangements section, staff handbook, specific risk assessments and induction) via staff meetings, team briefings and the weekly staff newsletter. New information is also disseminated in this manner.

Students

It will be the responsibility of teachers to ensure that students are made aware of existing and new health and safety information and this will be done via assemblies/class time.

Visitors / contractors

School Support Staff will ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site). The information be disseminated verbally and via a leaflet handed to all visitors.

Governors

The Business Manager will ensure that governors are informed of any existing and new health and safety information. This will be done via the Business Manager's report to the Resources Committee and via e-mail as required.

Trade unions

The Headteacher will ensure that Trade Union health and safety representative are informed of new health and safety information (see section on trade union).

3.14 Kiln

All competent staff that are able to operate the kiln have their details & qualifications displayed by the kiln. The risk assessment for the kiln is located in the Art Room and a copy is in the Health & Safety Officer's office. An external company will inspect and service the kiln annually. The Kiln is to be kept secure to prevent unauthorised access and to be free of combustible materials. Normal operating procedures are to be displayed by the kiln, along with the emergency procedures and PPE is to be worn at all times including thermal gloves and goggles.

3.15 Lettings/Shared use of premises/Extended Services

The Business Manager is responsible for discussing and agreeing health and safety arrangements. A written lettings agreement / is a policy in place, signed by the hirer and the schools should hold a copy. School equipment can only be used with prior written agreement from the school. Parties using the equipment will be shown how to use/operate equipment upon being given access to the premises.

Staffing and First aid provision is the responsibility of the party letting the premises. The Site Manager would be on the premises to oversee fire and emergency arrangements, however letting party would be advised of these upon entrance to the premises.

The party letting the premises is responsible for applying for a Premises License, or ensuring compliance with any relevant legalisation or licensing requirements, in particular the Licensing Act 2003. (This Act applies to all forms of entertainment, music, dancing and sale of alcohol).

The School H&S Officer is responsible for checking risk assessments.

Security arrangements and Insurance cover should be provided by the party leasing the premises.

3.16 Lone working and Personal Safety

For details please refer to the School's Lone Working Policy. Lone Working is limited to Site Manager and Assistant Site Manager. If called out to the site out of hours, the Site Team will wear an emergency button that is linked directly to the alarm company (Adept) who inform the Police. Personal safety awareness information is provided/discussed with staff upon review of the Lone Working Policy and at Induction.

3.17 Maintenance/Inspection of equipment

The Site Manager maintains records and filing for all equipment requiring periodic inspection e.g. ladders and steps, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc. The Science department maintains records and filing for fume cupboards, pressure cookers and autoclaves.

3.18 Manual handling

The Site Manager, along with individuals involved in the task, will carry out individual risk assessment where needed to identify precautions to minimise manual handling tasks. Manual Handling Training is given to staff members. Trolleys and flat beds are available for use when handling large loads.

3.19 School Vehicles

Only staff who are over 21 with a valid driving licence and have passed the Minibus test can drive the bus. The Health & Safety Officer tracks the renewal dates for Minibus tests. For the school van drivers should be over 21 and have held a licence for 3 years. The emergency procedure should the bus break down, accident etc. is to contact the Site Manager or Educational Visits Coordinator. First aid and fire extinguishers are provided on the minibuses. The vehicles will be serviced / MOT annually.

Driver pre visual checks procedures and records are kept in the Health & Safety Officer's office. The Site Manager is responsible for undertaking weekly and half termly checks on the vehicles. Students are to be supervised at all times in and around the vehicles.

3.20 Monitoring Arrangements

H&S Inspections will be carried out as follows:

- Governors – annually
- H&S Committee – annually and as required.

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented.

The governing body recognize the importance of monitoring health and safety matters.

Monitoring will be carried out in a number of ways:

The governors will call for annual/termly reports on accidents / incidents;

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Headteacher / Site Manager / Business Manager.

To help this process, the governors and Headteacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the HSE, Trade Union H&S representatives and any other bona fide H&S officials.

3.21 Noise at Work

We realise that in order to comply with the Control of Noise at Work Regulations 2005 we must ensure that weekly noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen the Business Manager carries out periodic noise monitoring checks. Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB employees are issued with appropriate hearing protection and hearing protection zones are set up. In circumstances where the noise level still remains above 80dB hearing protection will be supplied to employees working in these areas.

3.22 Offsite and Educational Visits

The Health & Safety Officer is the school's Educational Visits Co-ordinator (EVC). The Headteacher sanctions visit once the Visit leader and EVC have completed the necessary arrangements and checks. The member of Teaching staff leading the trip will carry out risk assessments and pre-site visits where necessary or obtain risk assessments from destinations. Staff complete a risk assessment for all trips and plan B's should be incorporated into this. Emergency arrangements should also be on this as well as us having an emergency contact form to complete. Public Liability Insurance is in place for the amount up to £25m.

If there is use of equipment on a trip, the equipment should be covered in the venue's own risk assessment and they are to provide a risk assessment. Venues are to have their own first aid policy.

3.23 PE equipment

PE equipment is to be inspected by contractors arranged by the PE department. PE teachers set out the equipment and carry out dynamic risk assessments on it if using students.

3.24 Personal Protective Equipment

Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.

This will be selected by the Business Manager and periodically checked by the Site Manager. The user of the PPE will ensure its proper use.

3.25 Pond

Children are not to be alone by the pond, they should have adult supervision at all times and access will be prevented by the use of the gate.

3.26 Risk Assessments

The need to undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999). The Business Manager is accountable for ensuring risk assessments are undertaken by the relevant staff members.

The H&S Officer will carry out Risk Assessments for New and Expectant Mothers as well as those with specific needs e.g. mobility issues. Who carries out the risk assessments and the risk assessor are to sign and date it as well as the responsible person.

Risk assessments are to be completed annually (Spring Term) or where required by significant changes to equipment, procedures or staffing.

Risk assessments are kept in the H&S folder in the H&S Officer's office and accessible to all staff at all times. Departments also hold a copy of their risk assessments.

Staff to sign and date they have read and understood each risk assessment that is relevant to their duties.

Every off-site visit should be risk assessed.

3.27 Smoking

The site is a 'NO SMOKING SITE' including e-cigarettes.

3.28 Sports pitches / playing fields

Playing fields will be maintained by the Grounds Maintenance Contractor (currently AVL Garden Services) and daily visual checks will be carried out by the Site Manager.

3.29 Staff Consultation / Trade Unions

Staff can raise issues of concern and make suggestions for health and safety improvements at H&S Committee meetings, one to one with the Business Manager/H&S Officer or via the online maintenance reporting system.

The Business Manager will be responsible for informing and consulting "in good time" with trade union health and safety representatives on:

- Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
- Appointment of competent persons on site who will comply with health and safety requirements
- Risks to employees health and safety and preventative measures
- Planning and organising of health and safety training
- Introduction of new technology and health and safety consequences

Trade Union health and safety information is displayed along with safety representative information in the Staff Room.

The health and safety law poster is situated at the bottom of the stairs to the staff room.

3.30 Stress and Staff Wellbeing

Staff experiencing stress/well-being issues should approach their Line Manager in the first instance. SLT will listen to staff experiencing stress/well-being issues and provide individual options as to the appropriate course of action. The school pays for a cash health plan for all contracted employees through Simply Health who offer an Employee Assistant Helpline 24 hours a day.

Individual health advice, counseling and stress risk assessments will be carried out by referral to the Occupation Health Service which is completed in conjunction with the Business Manager.

Expectant mothers are encouraged to report to the Headteacher/ Business Manager as soon as possible in order for Risk Assessments to be completed.

General staff facilities available are the staff room, rest rooms and staff changing rooms/showers. Please refer to the Stress Management Policy and Sickness Absence Policy for further information.

3.31 Swimming lessons (Public Pool).

Swimming lessons take place under the supervision of KNGS teaching staff along with qualified instructors and trained life guards at the swimming pool. Life saving equipment is provided and maintained by appropriate leisure centre staff.

3.32 Training and Development related to Health and Safety

The Headteacher is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height,)

The Headteacher/Deputy Head/ Business Manager is responsible for new staff inductions and briefings

The Headteacher is responsible for establishing minimum health and safety competencies for certain roles (e.g. premises manager, safety coordinator, head of department, site supervisor etc.).

The Business Manager is responsible for ensuring staff undertakes refresher training.

Training records are kept on SIMS.

3.33 Vehicles on Site/car park arrangements

The Site Manager is responsible for management of vehicles on site. Parking is available for staff on a first come, first served basis.

The speed limit on the school drive is set at 5mph.

Deliveries and large vehicle movement is not permitted on site during peak arrival and leaving times of student, other than school buses.

3.34 Violence to Staff / School Security

All visitors are to sign in at Office and the front door is to be kept shut at all times. The courtesy window is to be closed when not in use.

The governing body of Kings Norton Girls' School encourages close links with parents and the community. It believes that students benefit when the relationship between home and school is a positive one. The vast majority of parents, carers and others visiting our school are keen to work with us and are supportive of the school. However, on the rare occasions, when a negative attitude towards the school is expressed, this can result in aggression, verbal and or physical abuse towards members of school staff or the wider school community. The governing body expects and requires its members of staff to behave professionally in these difficult situations and attempt to defuse the situation where possible, seeking the involvement, as appropriate, of other colleagues. All members of staff have the right to work without fear of violence and abuse, and the right, in an extreme case, of appropriate self-defense. We expect parents and other visitors to behave in a reasonable way towards members of school staff. This policy outlines the steps that will be taken where behaviour is unacceptable.

Types of behaviour that are considered serious and unacceptable and will not be tolerated (this is not an exhaustive list but seeks to provide illustrations of such behavior):

- shouting at members of the school staff, either in person or over the telephone;
- physically intimidating a member of staff (e.g. standing very close to her/him);
- the use of aggressive hand gestures;
- threatening behaviour;
- shaking or holding a fist towards another person;
- swearing;
- pushing;
- hitting (e.g. slapping, punching and kicking);
- spitting;
- breaching the school's security procedures.

Unacceptable behaviour may also result in the employing body and the police being informed of the incident. The Governing Body may take action where behaviour is unacceptable or there are serious breaches of a home-school code of conduct or health and safety legislation. In implementing this policy, the school will, as appropriate, seek advice from the employing body's education, health and safety and legal departments to ensure fairness and consistency.

If a parent or carer behaves in an unacceptable way towards a member of the school community, the Headteacher will seek to resolve the situation through discussion and mediation. If it's appropriate, the school's complaints procedures should be followed. Where all relevant procedures have been exhausted and aggression or intimidation continue, or where there is an extreme act of violence, a parent or carer may be banned by the Headteacher from the school premises for a defined period of time.

In imposing a ban, the following steps will be taken:

1. The parent or carer will be informed, in writing, that she/he is banned from the premises, subject to review, and what will happen if the ban is breached e.g. that police involvement or an injunction application may follow;
2. Where an assault has led to a ban, a statement indicating that the matter has been reported to the employing body and the police will be included;
3. The Chair of Governors will be informed of the ban;
4. Where appropriate, arrangements for students being delivered to and collected from the school gates will be clarified.

Office staff are at greater risk of injury and are to use the school radios to alert members of the SLT to any serious incidents in line with the School's Critical Incident Plan.

All staff to report all incidents of verbal & physical violence to a member of the SLT.

3.35 Water Hygiene

Refer to the HSE the Control of Legionella bacteria in water systems L8

The water hygiene log book is kept in the school Office and water hygiene sampling is carried out for the school by Aquatide.

3.36 Work experience students

The Business Manager will give the induction to work experience students and the risk assessment will be provided by the establishment that the student originates from. Teachers will monitor and supervise the work experience student whilst they are on site, unless they are working in the office areas where it will be the Business Manager's responsibility to supervise them.

3.37 Working at Height

Ladders are available for use and kept at the Site Manager's house. The Site Manager will carry out the annual inspections and pre use checks as well as record them.

The Site Manager and individuals using the ladders will carry out risk assessments. The Business Manager will ensure staff are aware of the risk assessments.

Working At Height training should be undertaken before staff use equipment such as e.g. for ladders / tower scaffolds etc.

The Site Manager will ensure staff using the equipment are wearing appropriate clothing / footwear.

Students are not to use ladders and Contractors should use their own equipment at their own risk.

3.38 Classroom Temperatures

Recent high temperatures have made working, teaching and learning in schools particularly challenging. In the past, the Education (School Premises) Regulations 1999 set out legal thresholds for minimum temperatures in schools. These were:

- 18°C in areas of normal levels of physical activity (e.g. in the classroom);
- 21°C in areas of lower than normal activity (e.g. a school's sick bay);
- 15°C in areas of higher than normal activity (e.g. a school's gym).

Whilst these temperature thresholds were discontinued by the 2012 regulations, many schools still refer to them as they were the last meaningful guide to temperature control. Currently, there are no set and (therefore) enforceable minimum or maximum temperatures set for workplaces, including schools. Health and safety regulations simply stipulate that working temperatures must be 'reasonable' and must 'not be excessive'.

The World Health Organisation recommends 24°C as a maximum for comfortable working. Under health and safety legislation, all employers have a duty of health and safety to monitor working conditions and to take proportionate action to remedy danger and deficiencies in the workplace (including excessive heat conditions).

Practice & Prevention

- Close blinds and curtains to prevent sunlight from entering classrooms.
- Consider appropriate adjustments to the school menu (e.g. minimising hot food).
- Shift desks so that they are away from direct sunlight.
- Move lessons/work to cooler areas of the school.
- Ensure that there is adequate ventilation of pure or fresh air in the classrooms.
- Install blinds to classroom windows.
- Moderate students' physical activity or move PE lessons to cooler times of the school day.
- Encourage children to stay in shaded areas at break times.

Quick wins

- Ensure children have adequate access to water at all times (including throughout lessons).
- Relax the school's uniform policy (for staff and students).
- Raise awareness with parents so that children are provided with adequate sun protection.
- Provide ice lollies at break times.

In cases of extreme cold weather, the school may need to be closed to staff and students. Parents and staff will be notified of this via the school's communication system of Keeping Kids Safe and the school website.

Appendix A – H&S Committee Terms of Reference

1. To assist in the development of site safety rules and safe systems of work.
2. To examine notifiable diseases and accident statistics and trends, so that reports can be made to the employer on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
3. To examine safety audit reports.
4. To consider reports and factual information provided by inspectors.
5. To consider any reports which safety representatives may wish to submit.
6. To monitor the effectiveness of the safety content of employee training